



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 01-04-007	OPENING DATE: 01-13-04	OPEN UNTIL FILLED First Screening Date: 02-13-04	OPEN TO ALL APPLICANTS
POSITION: Director CES-1	TYPE OF APPOINTMENT: Court Executive Service		SALARY: \$107,800 - \$136,000
DIVISION: Center for Education and Development	LOCATION: 500 Indiana Avenue, NW		TOUR OF DUTY: Full-time

**BRIEF DESCRIPTION OF DUTIES:** Incumbent plans, develops, implements and directs the D.C. Courts' education, training and employee development programs for judges and other court personnel. Develops education needs assessment strategies; performs needs assessment surveys; determines education goals; and ensures that these goals correspond to the broader organizational mission and goals. Makes recommendations to the Judicial Education and Management Training committees and the Executive Officer on short and long-range goals for the D.C. Courts' training programs, based on the training needs assessment, evaluation of on-going programs, and contacts with judicial education associations. Monitors progress towards these goals and takes appropriate action to ensure goal attainment through curriculum development, and the selection of effective trainers, facilitators, and suitable facilities. Directs planning, organization and implementation of judicial, executive and skills-based training curriculum development through use of training programs, conferences and seminars. Responsible for educational and training program administration including timely release of program announcements, maintenance of program registration systems, issuance of program calendars, and other tasks necessary for the effective functioning of educational programs. Works with Human Resources Division on succession planning and Court Executive Service competency training. Develops and administers the training budget, and manages division staff, including hiring, training, supervising and evaluating staff. Serves as liaison to judicial training institutes and national training associations and is responsible for obtaining information on judicial educational resources and programs nationally.

**MINIMUM QUALIFICATIONS:** A bachelor's degree in education, court administration, public administration, human resources management or a related field, plus six (6) years of senior level management experience in planning, administering and evaluating judicial education and employee training programs in a court or related adult education environment. Knowledge of and experience in organizational development preferred.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.

- 1. Knowledge of and experience in creatively applying adult learning principles and methods, skill-based training techniques, curriculum development methodologies and presentation techniques.**
- 2. Experience in conducting training needs assessments, including study design, data collection, data evaluation, and analysis strategies and methods.**
- 3. Excellent oral, written and computer skills in order to prepare a wide variety of training materials and presentations in Word, Excel, PowerPoint and other mediums.**
- 4. Ability to select, supervise and evaluate staff, and to manage work assignments to ensure timely accomplishment of the office's goals and objectives.**
- 5. Ability to establish and maintain effective working relationships with Judges, court managers and employees, contractual trainers and facilitators, and government and other justice agencies.**
- 6. Strong administrative skills required to plan and organize training conferences and curricula, determine priorities and set standards, and coordinate logistics and faculty.**

**SELECTION PROCESS:** After review of applications and ranking factors, a structured oral interview may be required of the highest qualified candidates.

Submit D.C. Courts' Employment Application and Ranking Factor Responses to:  
D.C. Courts, Human Resources Division, 515 5<sup>th</sup> St., NW, Room 213, Washington, DC 20001.

For a court application, call (202) 879-0496, or visit our web site at [www.dccjobs.gov](http://www.dccjobs.gov).

The D.C. Courts provide federal government benefits, including health and life insurance and Thrift Savings Plan participation along with other supplemental benefits (transportation subsidy, flexible pre tax spending plans, and employee assistance programs).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.